



Transition Milestones - Employment

Name: _____ Age: _____ Date _____

This transition developmental checklist focuses on activities to help youth gain skills and abilities needed to reach their highest level of independence and ability. The list may not apply to all. It is not comprehensive.

Employment Skills & Abilities

		Yes	No	N/A	Need More Info	Age to Discuss
1	Do you know how to use time properly, keep your work space neat, respect other people's property and care for tools and supplies?					
2	When you are asked to do two or more things, can you do this on your own? (such as "get the envelope and put it in the mailbox")					
3	Do you have chores or tasks that you must do at home?					
4	Do your chores or tasks match your abilities?					
5	Do you use a computer to surf the web, type papers or letters, send email or other software?					
6	Can you speak up to make your needs known? (At school, work, community, or home)					
7	Do you do volunteer work?					
8	Do you talk about what job or career you would like to do when you are older?					
9	Do you know which clothes to wear based on where you are going (work, play, etc.)?					
10	Do you know how to stay safe when away from home (such as finding the right streets, getting on or off the bus at the right place, using a phone)?					
11	Do you tell your friends and grown-ups (teacher, boss, principal) what you think?					
12	Do you know your strengths and interests?					
13	Do you know people or agencies that can help you find a job?					
14	Have you written a job resume?					
15	Can you fill out a job application?					

		Yes	No	N/A	Need More Info	Age to Discuss
16	Do you know how to write a cover letter?					
17	Do you know how to write a thank you letter to the employer					
18	Do you apply for a job or work or vocational services?					
19	Do you know how to get along with others at school and work?					
20	Do you have a plan for work or job training or college?					
21	Have you visited job sites or done job shadowing?					
22	Do you know what accommodations you can get at work to help you do your job?					
23	Do you have a part-time or a full-time job for pay?					
24	Do you know your workplace rights under the Americans with Disabilities Act (ADA)?					
25	Do you know how to locate your ADA workplace rights?					
26	Do You know what to do if your rights are Violated?					

Think about what you want to work on. Make some notes and discuss with those people that are helping you prepare for your future.

Notes for Me:

I want to know more about

List what you need to work on to help you learn how to take care of yourself in the future.
You can ask the people who are helping you plan for your future to work on this with you.